

Wisconsin Employability Skills Certificate Program Portfolio



YOUTH INFORMATION

Youth Name

School District

School Building

Supervising Teacher

Address *Street, City, State, Zip*

School Telephone *Area/No.*

()

School Fax *Area/No.*

()

E-Mail Address

Workplace Mentor

Work-Based Learning Site (*Employer name, street address, city, state, zip code*)

EMPLOYABILITY SKILLS COMPLETED

Basic SCANS Skills

Personal/Interpersonal Skills

Thinking/Information Processing Skills

Systems/Technology Skills

INSTRUCTIONS:

Employer: Thank you for your help in mentoring the above named youth to become a more effective future employee. Please rate the youth on the next page, based on the 3-2-1-0 scale at the top of the page, and initial your ratings under the column marked "WB" for work-based. In order to assess improvement, please rate the youth after the first week of his/her job experience under "Preliminary Evaluation" and at the conclusion of their job experience under "Final Evaluation." If you cannot assess the youth on some of the items due to lack of access to practice/observe the skill, please leave the item(s) blank.

If you have questions, please call _____ at _____.
(local school contact) (phone and e-mail)

School: Please review this Youth Employability Skills Record with the participating youth and ensure that he/she understands the items to be assessed. Any items for which the employer cannot provide exposure/skills practice, must be covered by the school. Please rate the youth on those items and initial the rating in the column marked "SB" for school-based. Between the employer and the school, all items must be rated. In order to receive a State Certificate in Employability Skills, the youth must receive a score of 44 or more, out of a possible 66 points and no more than two items may be rated at a level 1. (No zeros are acceptable in the final evaluation.) Please refer to the "**Wisconsin Employability Skills Certificate Program Final Evaluation**" form online at www.dpi.state.wi.us/dpi/dlsis/let/workbase.html to record the name of the youth, his/her workplace and the total points this youth achieved in the Final Evaluation. Please submit this information electronically to Marilyn Bachim at marilyn.bachim@dpi.state.wi.us. Thank you.

Youth Employability Skills Record

3 = Proficient—able to perform entry-level skills independently.

2 = Intermediate—has performed tasks, may need additional training or supervision.

1 = Introductory—is familiar with process but is unable, or hasn't had the opportunity, to perform task; additional training is required.

0 = No exposure or knowledge of the task/skill.

SB = School Based (Supervising Teacher) or Service Agency Based

WB = Work Based (Workplace Mentor)

<i>Description of Skills</i>	<i>Preliminary Evaluation</i>	<i>Final Evaluation</i>	<i>SB</i>	<i>WB</i>
Basic SCANS Skills				
1. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.				
2. Writing—communicates thoughts, ideas, information, messages in writing; creates documents such as letters, directions, manuals, reports, graphs and flow charts.				
3. Mathematics—Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.				
4. Listening—receives, attends to, interprets, responds to verbal messages & cues.				
5. Speaking—organizes ideas and communicates orally.				
6. Career Development—does activities that may include a self-assessment; researching the labor market; creating a career & education plan; identifying references; completing a job application, resume and cover letter; and demonstrates job-interviewing skills.				
SUBTOTAL (Possible Pts = 18; Required for state certificate = 12)				
Personal/Interpersonal Skills – Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty and extends these skills to facilitating working well with others.				
7. Demonstrates integrity/honesty and chooses ethical courses of action.				
8. Serves clients/customers, working to satisfy customer's expectations.				
9. Participates as a member of a team, contributing to group efforts.				
10. Demonstrates leadership skills, setting a positive example and teaching others.				
11. Works well with women and men from diverse backgrounds.				
SUBTOTAL (Possible Pts = 15; Required for state certificate = 10)				
Thinking/Information Processing Skills – can learn, reason, acquire, and use information to aid thinking.				
12. Organizes, maintains, interprets, and communicates information, using computers to aid this task where necessary.				
13. Recognizes problems; devises and implements plans of action.				
14. Generates new ideas to help solve problems.				
15. Makes decisions by specifying goals and constraints, defining alternatives, considering risks, and evaluating and picking the best choice.				
16. Uses efficient learning techniques and materials to acquire and apply new knowledge and skills.				
SUBTOTAL (Possible Pts = 15; Required pts for state certificate = 10)				
Systems/Technology Skills: Understands complex interrelationships of systems and works with technologies.				
17. Understands the employer's organization and his/her role in it.				
18. Understands technological systems. Able to find errors and corrects problems in technological operations used in his/her job duties.				
19. Selects the appropriate tools or equipment for a task, including computers and related technologies.				
20. Understands the function and proper procedures for technologies related to a task, including computer operating systems, word processing, and spreadsheets.				
21. Understands and can do routine preventative maintenance on equipment and knows when to get additional help.				
22. Understands workplace safety precautions and workplace rules and takes measures to implement them.				
SUBTOTAL (Possible Pts. = 18; Required pts for state certificate = 12)				
GRAND TOTAL (Possible Pts. = 66; Required for state certificate = 44)				
OPTIONAL: (<i>The following items are not part of the rating, yet are important employee traits.</i>)				
Attendance and punctuality. Reports on scheduled days and begins work on time.				
Appearance. Is dressed and groomed appropriately for the job.				

Youth Employability Skills Record - Addendum

Career Specific Skills - Optional

3 = Proficient—able to perform entry-level skills independently.

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<i>Description of Skills</i>	<i>Preliminary Evaluation</i>	<i>Final Evaluation</i>	<i>SB</i>	<i>WB</i>
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Define specific career-related skill areas below and rate similarly to the previous 22 employability skills.

1.				
2.				
3.				
4.				
5.				

COMMENTS:

Signature: _____ Date: _____

Title: _____ Relationship to Youth: _____
(e.g., Work Mentor, Teacher, Service Provider...)

The Competencies in This Portfolio Have Been Endorsed By:



Wisconsin Department of Public Instruction



Wisconsin Association for Career and Technical Education



Wisconsin Association for Leadership in Education and Work



Wisconsin Technical College System

Please direct any questions concerning the
Wisconsin Employability Skills Certificate Program to:

Career and Technical Education Team
Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
Fax: 608-267-9275

Attention: Ann Westrich, Program Administrator
Phone: 608-267-3161
ann.westrich@dpi.state.wi.us

Or

Attention: Marilyn Bachim, Office Operations Associate
Phone: 608-267-2274
marilyn.bachim@dpi.state.wi.us